

Greetings,

Congratulations on your selection to attend the Chief Petty Officer Academy (New London)! Attendance at the CPO Academy represents a major transition point in your career. As a Chief, you will face daily challenges demanding your very best efforts. The CPO Academy is designed to help you develop and refine the skills necessary to be successful in today's challenging operating environment. By taking the necessary steps to ensure your attendance, you have made a commitment to - Your Command, unit, supervisor, co-workers, and the people who follow your example. We commend you on your willingness to accept the challenges that lie ahead of you.

The Chief's Academy Faculty is committed to you and making your experience the most rewarding in your Coast Guard career. Personal and Professional growth is emphasized as you complete both individual and team assignments. The course is broken into three main curriculum areas; Leadership, Communications, and Self Awareness. We admit most people find the course demanding, but they also find it equally rewarding.

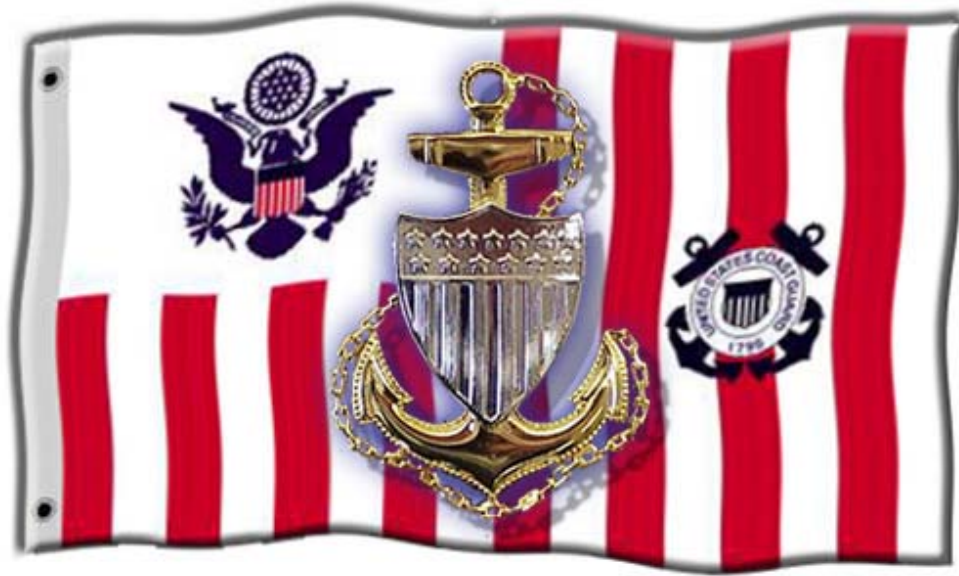
We have included information graduates have told us is needed to fully prepare for attendance. Please read all of the information thoroughly. If you have any questions, please feel free to contact one of us.

Once again, congratulations on this milestone in your Coast Guard Career. We look forward to your arrival.

The Faculty

*MCPO O'Toole, SCPO Chuck Walter, SCPO Rob Berry,
CPO Mark Stephens, and CPO Ed Lewis*

Chief Petty Officer Academy



Welcome Aboard Package 2003 Edition

OVERVIEW

The purpose of this pamphlet is to help you understand the duties and roles of the Chief Petty Officer Academy Student.

INTRODUCTION

Feedback from previous students has told us that advanced information is very helpful in preparing for the class. The information included will help you arrive at the Chief's Academy prepared to learn.

Be Prepared to Be Engaged – you will find the Chief Petty Officer Academy very different from any previous resident course experience. It is not simply another “C” school, but the beginning of the most critical transition in your career – advancement to E-7.

Personal and professional growth is emphasized as you complete both individual and team assignments. Please take time to review all of the enclosed information. To help prepare for these assignments and to save yourself some extra time during attendance, **please bring the following with you:**

- **Award support** for an Achievement Medal for someone at your command (must **NOT** be for an award already written).
 - Your **unit's budget information**, broken down by accounts (you will use this for a presentation about your unit and how it fits into the big Coast Guard picture).
 - Pictures or similar material that will help explain what your unit is all about (*not required* but most students are glad they brought this).
-

TABLE OF CONTENTS

CONFIRMING YOUR ATTENDANCE:	6
EDUCATION INFORMATION:	6
EDUCATION ASSESSMENT:	6
UNIFORMS	7
MAILING ADDRESS	7
STAFF CONTACTS	7
EMERGENCY NUMBERS	8
RENTAL VEHICLE	8
COMPUTER LAB	8
INTERNET ACCESS	8
MONEY MATTERS	8
HOW TO GET TO THE ACADEMY	9
ARRIVING BY AIRPLANE	9
TRANSPORTATION FROM AIRPORTS	9
T.F. GREEN AIRPORT	9
GROTON/NEW LONDON	9
BRADLEY IAP	9
ARRIVING BY PERSONAL VEHICLE OR RENTAL CAR	9
ARRIVING BY MOTORCYCLE	9
DIRECTIONS TO THE ACADEMY	10
PARKING	10
WHEN YOU GET HERE	11
CHECKING IN	11
REPORTING FOR CLASS	11
STUDENT QUARTERS	11
MUNRO GUEST GUARDS DIRECTION	11
COMPUTER LAB	11
DUTIES, OFFICERS, & COMMITTEES	12
PROTOCOL AND ETIQUETTE	12
DUTIES... ..	12
<i>President duties</i>	12
<i>Vice President Duties</i>	12
<i>Secretary</i>	12
<i>Treasurer</i>	13
<i>Wellness Coordinator</i>	13
<i>Team Leader</i>	13
<i>Guest Quarters CPO (Munro Hall)</i>	14
<i>Computer Liaison CPO's</i>	14
<i>Class Photographer & Historian CPO's</i>	14
<i>Medical CPO's</i>	14
<i>Student</i>	14
COMMITTEES	15
<i>Memorabilia Committee</i>	15
<i>Special Event Committee</i>	15
<i>Graduation Luncheon Committee</i>	15
<i>Social Committee</i>	15
CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE	16

ELIGIBILITY REQUIREMENT	23
STANDARDS FOR GRAUDATION POLICY.....	24
DISENROLLMENT POLICY.....	25
CRITERIA	25
COUNSELING	25
CHAIN OF COMMAND.....	25
BASE FACILITIES.....	26
SERVICES.....	26
<i>Food</i>	26
<i>Exchange Services</i>	26
<i>Recreation and Athletic Facilities</i>	27
<i>Post Office</i>	27
<i>Financial</i>	28
<i>Barber Shop</i>	28
ACADEMY HEALTH CARE SERVICES	28
<i>Health Care Services</i>	28
HOT TIPS.....	29

BEFORE YOU ARRIVE

To help us prepare for your arrival and for you to arrive fully prepared; we need you to take the following actions.

CONFIRMING YOUR ATTENDANCE:

All students must confirm their attendance. You may confirm either by contacting us at (860) 701-6695, 6696, 6312 or 6697 or by completing the attached Student Profile and emailing it to the school (email addresses can be found under staff information contained in this package). We need information from you in order to set up for your class. It is our goal to set you up to succeed!

EDUCATION INFORMATION:

All CG students must to complete a CGI Form 1560. In addition, students not having at least a baccalaureate degree must take a CLEP/DSST test during their attendance. Students need to complete the CGI Form 1560 and mail or fax it to CPO Lewis NLT 10 days before the class convening date.

EDUCATION ASSESSMENT:

NOTICE: We are currently unable to process Educational Assessments and Degree Plans here at the school. If you are interested in receiving one, we will assist you in processing one to the Coast Guard Institute.

General INFORMATION

Uniforms

Coast Guard Uniform Regulations, including grooming standards, are strictly enforced at the Academy.

Uniform of the Day for School students: **1st day – Service Dress Blue
Tropical Blue Long is authorized throughout the year on most class days –
exceptions will be pointed out by the staff!**

Winter (first Monday in November through first Sunday in April)

Service Dress Bravo

Winter dress blue

Tropical Blue Long (optional)

Windbreaker, Wooly Pully, Cardigan Sweater are Optional

Summer (1st Monday in April through 1st Sunday in November)

Service Dress Bravo

Tropical Blue Long

Windbreaker, Wooly Pully, Cardigan Sweater are Optional

Combination Covers are the ONLY covers authorized for Coast Guard students while at the CPO Academy.

Graduation Uniform for students is the Service Dress Bravo (Service Dress for Air Students)

Business casual (example: Dockers and a collared shirt) is required for class functions

Note: School Chiefs may require other uniforms for specific events.

Air Force Students

Service Dress and Service uniforms are mandatory.

Optional Items Include: Light Weight Blue Jacket

Top Coat

Pull Over & Cardigan Sweaters

Business casual (example: Dockers and a collard shirt) is required for class functions

Mailing Address

Your address while at the Chief Petty Officer Academy:

Your Name

c/o LDC, CPO Academy

U.S. Coast Guard Academy

39 Mohegan Ave.

New London, CT. 06320-8107

Staff Contacts

Phone: MCPO O'Toole (860)701-6681 sotoole@cga.uscg.mil

SCPO Walter (860)701-6697 lwalter@cga.uscg.mil

SCPO Berry (860)701-6312 rberry@cga.uscg.mil

CPO Stephens (860)701-6695 mstephens@cga.uscg.mil

CPO Lewis (860)701-6696 elewis@cga.uscg.mil

FAX: (860) 701-6811

Emergency Numbers Academy Security Police (860)444-8597
Officer of the Day (860)444-8450/8452
Main Gate (860)444-8614

Rental Vehicle In each class a number of students will be authorized a rental vehicle (mini-van) for the purpose of transporting students from the Providence Airport, class field trips and official gov't travel. The number of rental vehicles is determined based on the number of students who are flying. The academy staff will coordinate with rental vehicle drivers.

Computer Lab The student computer labs are located in Yeaton Hall. They are shared with all LDC students. Also, there are a limited number of computers located in Munro Hall Guest Quarters for student use. Students will be given student accounts during week one of the class. We recommend students bring a lap top/printer if available.

Internet Access If you have access to the Internet, visit the CPO Academy web page at: www.cga.edu/ldc and click on the Chief Petty Officer Academy.

Money Matters All students will receive per diem based on the Standard Meal rate, Category 2 listed in ALDIST 207/96. Make arrangements for advance Per Diem before departure from your present unit.

Some student activities will require out of pocket expenses; experience has shown \$75.00 to be a sufficient amount. This money is collected by the class treasurer early the first week to establish the class treasury. Expenses paid for out of this fund include:

- Coffee cups for the next class (last class bought yours)
- Coffee Mess Dues
- Film, candy jar goodies, Spirit of the Chief plaque engraving, etc.

Other activities include:

- | | |
|------------------|--------------------------------------|
| • Class Socials | Special Events |
| • Parties | Projects |
| • Softball Games | Pictures |
| • Birthdays | Other expenses approved by the class |

You may also wish to buy a class ring – this is not something covered by class dues.

HOW TO GET TO THE ACADEMY

Arriving by Airplane

T. F. Green International Airport in Providence, RI is the preferred gateway to the Academy and should always be your first option.

Groton/New London Airport is the closest gateway to the Academy, but the high cost of flight connections and flight restrictions make it unreliable as a destination..

Bradley International Airport in Hartford, CT should be used ONLY if flights are unavailable to T. F. Green in Providence, RI.

Bradley is to be used as a last resort.

Transportation from Airports

T.F. Green Airport Groton/New London Bradley IAP

The CPO Academy makes arrangements for students to ride together in rental vehicles.

A taxi can be taken from Groton/New London Airport to the Academy

Greyhound Bus Lines run from Hartford, CT, to New London, CT, but because of weekly changes in the bus schedule, students may find it difficult to coordinate bus schedules and fares with their flight itinerary.

It is costly to take a taxi from Providence or Hartford.

Arriving by Personal Vehicle or Rental Car

When arriving at the Academy you must stop and register your vehicle with the Police Department. You'll be issued a temporary pass. You must have the following items in your possession in order to register your vehicle:

Proof of Auto Insurance. You are required to have liability coverage on your vehicle. If you do not have proof of insurance in your possession or do not have insurance, you will not be allowed to drive your vehicle on to the base.

Vehicle Registration or Rental Agreement. The vehicle does not need to be registered in your name, but your name must appear on the insurance policy. The Rental Agreement must be in your name.

Military ID and Driver's License.

Arriving by Motorcycle

If riding a motorcycle, you must have proof of attending a Motorcycle Safety Course within the last three years. You must also wear the following items when riding a motorcycle on base:

- Long sleeve shirt
- Helmet with eye protection
- High top shoes or boots
- Full fingered leather gloves

You will be given a pass and directed to a specific parking lot on the Academy.

Directions to the Academy

From T. F. Green Airport (Providence, Rhode Island):

Take I-95 South about 45 miles. Take exit 83 and follow the signs to the Academy.

From Bradley International Airport (Hartford, Connecticut):

Take I-91 South to Route 2 East. Take Route 2 East to I-395 South in Norwich, CT. Take I-395 South to exit 78 (Route 32). Take route 32 South to the Academy.

From Groton/New London Airport

Follow the signs to Route 1 and take Route 1 South. Route 1 turns into Route 12. Follow Route 12 to I-95 South. Take I-95 South to exit 83 & follow the signs to the Academy.

Parking

Parking at the Academy is tight and the lots are not easily identifiable. LDC students are required to park in the lower lot north of Munro Hall (known as the “U” lot). After dropping off luggage, make sure to park in the appropriate lot. Ask the main gate security guard for the lot’s specific location.

WHEN YOU GET HERE

Checking In	NET 1500 & NLT 2200 1 day before to class start	Munro Hall Guest Quarters
Reporting for class	0900 Saturday morning – arrive early and get some coffee.	Yeaton Hall, Third Deck, Room 307
Student Quarters	MWR operates the Academy guest quarters, located in Munro Hall. Students rooms are on the first and second decks. Two persons occupy each room. Students arriving between 1500-2200 check in with the duty Munro Hall watchstander.	
Munro Guest Guards Direction	<p>To get to Munro Hall from the Main Gate, follow Tampa Drive to Harriet Lane (3rd left). Follow Harriet Lane, go straight at the stop sign and drive past the stadium and Leamy Hall on your right. Turn right into the second entrance of the parking lot just after Leamy Hall. Munro Hall will be to the left. Pull into the circle and park in a temporary unloading spot. Enter the building and check in with the watchstander.</p> <p>The duty watchstander will provide each student a room key, a key card for the parking lot, and a key to the building's north entrance (closest to parking). Each room will contain a detailed welcome material.</p> <p>Students will be charged \$14 per day for the quarters, based on double occupancy. If circumstances require single occupancy (i.e. odd numbers, gender mix, etc.), students will pay \$28 per day for single occupancy. NOTE: Due to costs and limited space, Academy policy requires students to double up whenever possible.</p> <p>Each room has a telephone, television, VCR, small refrigerator, microwave, and alarm clock. A community kitchen is located on the fourth. The kitchen has a freezer/refrigerator, microwave oven, stove, and sink.</p> <p>We recommend that students bring a lock to secure their personal belongings.</p>	
Computer Lab	The computer lab (CG Work Station III) is located on the first deck of Yeaton Hall in the Leadership Development Center. Check with your instructor for hours of operation. Computers are limited, we recommend you bring a lap top.	

DUTIES, Officers, & Committees

Protocol and etiquette

Proper protocol and etiquette are important. As representatives of the Coast Guard, you should always strive to put your best foot forward. There is a maxim that says, "you don't get a second chance to make a first impression."

DUTIES...

President duties

The President provides guidance and leadership for the class. He or she is the role model for students. The President's duties include:

- Reports class status to Staff.
- Pass information to class members.
- Holds class meetings at least once a week or as needed.
- Ensures accurate minutes are recorded and a copy forwarded to the Staff.
- Report all incidents to Staff.
- Maintains a sharp classroom appearance.
- Prohibits profanity, sexist, and ethnic remarks.
- Insures class members meet Uniform Regulations.
- Represents the class at all functions.
- Responsible for all class correspondence.

Vice President Duties

The duties of the Vice President are:

- Assumes the duties of the class President in his or her absence.
- Oversees all projects and committees.
- Reviews all correspondence and reports.
- Ensures all information passed is correct and in proper format.
- Performs other duties as directed by the President.

Secretary

The duties of the Secretary are:

- Prepares correspondence as directed.
 - Reviews and routes all class correspondence.
 - Checks student message line (voicemail) daily.
 - Coordinates class supply needs (paper, etc).
 - Records the minutes of class meetings.
-

Treasurer

The duties of the Treasurer are:

- Maintains an accurate and legible financial record. This record is subject to outside audit.
- Collect class members dues (see **Money Matters**)
- Makes deposits and withdrawals for class treasury.
- Collects and handles all other moneys from class projects.
- Social Projects

Wellness Coordinator

The duties of the Wellness Coordinator are:

- Maintains aerobic point totals for class.
- Track resting heart rates and weight losses or gains.
- Leads stretches before and after morning workouts.
- Participate on Special Event Committee.
- Inspire class wellness activities.

Note: The Class will select its own Class Officers

Team Leader

The individual teams select the Team Leader. DO NOT make this selection until the first Wednesday of class; but do discuss and consider these points when making your selection:

- Is the person open minded?
- Can he or she listen without passing judgment?
- Can he or she control group behavior and have the courage to stop disruptive behavior?
- Is he or she willing to allow other team members to facilitate the team?
- Can he or she motivate and use the talents of others?
- Is this person sharp in uniform; exhibit good manners; uses appropriate behaviors; knows rules and acts on them; and is non-punishing?
- Is he or she willing to allow the team to come to consensus?
- Is the person flexible?
- Is he or she willing to spend off-duty time with team members on class projects and assignments?
- Can he or she represent the team's expectations to the class, class officers, and staff?
- Can this person keep the team on track and offer alternatives?
- Does this person have a good sense of humor?
- Can they set an agenda for your team meetings?
- Is there team consensus that this person should be the leader?

The duties of the Team Leader are:

- Maintain classroom conduct.
- Ensure cleanups conducted.
- Attend morning meetings with staff.
- Pass information in a timely manner.
- Keep team focused.

**Guest
Quarters CPO
(Munro Hall)**

- Act as liaison with CGES.
- Central POC for complaints, issues, etc.
- Made up of one student.
- POC: Brian Ciorciari – 444-8664

**Computer
Liaison CPO's**

- (These people need to be very proficient in Windows-based applications).
- Coordinate with computer lab technician/instructor.
- Support other students; tutor when necessary.
- Made up of four students (One per team).
- POC: Tim Bulger – Computer Lab – x8350

**Class
Photographer
& Historian
CPO's**

- Capture class events on film for inclusion in the CPO Yearbook.
- Document class milestones in the scrapbook.
- Coordinate class photo.
- Create and duplicate class slideshow CDs.
- Made up of four students (One per team).

Medical CPO's

- Coordinate Blood draws with the clinic.
- Coordinate Blood draw review days.
- Take control of the class first aid kit and administer items accordingly.
- Assist with Blood Pressure checks.
- Made up of two students.
- POC: HSC Milan – x8432

Student

Take full advantage of this unusual opportunity to learn, ask questions, and understand what is being presented. Observe, practice, and understand the following guidelines.

- Complete required assignments.
 - Participate in class.
 - Volunteer for committee work.
 - Participate in organizing and planning class projects and social events.
 - Display professional behavior.
 - Be prompt.
 - Notify Class President of all emergencies.
-

Committees

Memorabilia Committee

- Coordinate class memorabilia as selected by the class.
- Some possibilities include class rings, coins, and shirts. .

Special Event Committee

- Work with staff to put on a community event.
- Coordinate with the staff for an off-base field trip.
- Made up of one student.

Graduation Luncheon Committee

- Coordinate luncheon arrangements with FSO and club manager.
Ensure staff representative present.
- Revise scripts to meet class needs.
- Recommend changes to the menu.
- Proof read and recommend changes to invitations, and program.
- Coordinate with treasurer funds for disbursement.
- Each team should have 2 representatives on this committee.
- Seating chart

Social Committee

- Organize class activities such as weekend trips to Mystic Seaport, Stonington, etc.
 - Work with Class Photographer / Historian to document class events.
 - Class Liaison with Academy MWR
 - Made up of two students.
 - POC: Paula Springer – MWR- x6736
-

CHIEF PETTY OFFICER ACADEMY

SAMPLE SCHEDULE

<u>Galley Hours:</u>	Weekdays:	Breakfast: 0630-0730	Lunch: 1130-1300	Dinner: 1700-1800
	Saturday:	Breakfast: 0730-0830	Lunch: 1130-1230	Dinner: 1700-1800
	Sundays & Holidays:	Breakfast: 0800-0915	Brunch: 1100-1230	Dinner: 1700-1800

Morning Staff Meeting.
Staff, Class Officers meet according to the schedule IV.
All other students will review their Learning Journals.
Morning Quarters
Staff

Smith / Stephens / Calhoun / Constantine /

Additional Student Requirements for Graduation

Fitness and Wellness Program.

215 aerobic points must be earned prior to graduation.

Aztec Software

Students must complete the System Assessment.
Complete 3 modules per the System Assessment suggestions.
Modules are complete when Post Test is passed with an 80% or higher.

CLEP Exams

Students that do not hold a bachelor's degree will be required to complete some form of CLEP/DSST exam while at the CPO Academy.

CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE

Week 1

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
0900-1145 <ul style="list-style-type: none"> • Pledge of Allegiance • Intro / CG Video • Staff Introductions • Student Intro. Prep. • Calhoun/Smith Introductions • Orientation • Academy Standards 	0700-1000 Religious Services 1000-1145 <ul style="list-style-type: none"> • Wellness Assessment(PWP) • Athletic Facility Tour (15 aerobic points) Gym Clothes All Day.	0615-Blood Draw (Note: Continental Breakfast will be available starting at 0700). 0730-1145 Learning Workshop <ul style="list-style-type: none"> • How we Learn • How you Learn • Reflection Journals 	0715-0730 Staff Meeting 0730-0750 <ul style="list-style-type: none"> • Director – LDC Chaplain –USCGA Welcome Aboard 0800-1145 <ul style="list-style-type: none"> • Increasing Human Effectiveness 	0600-0645 Morning Exercise (10 points) Cal/Sm.- Intro to Cybex Ste/Con.-Ropes 0800-1145 <ul style="list-style-type: none"> • IHE continues... 	0715-0745 <ul style="list-style-type: none"> • Morning Quarters (Staff) 0800-1145 <ul style="list-style-type: none"> • Facilitative Leadership (Group Dynamics and Effective Meeting Mgmt) 	0600-0645 Morning Exercise (10 points) Cal/Sm.-Ropes Ste/Con.-Intro to Cybex 0800-1200 <ul style="list-style-type: none"> • Presentation Skills Workshop
1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1200-1300 Lunch
1300-1700 <ul style="list-style-type: none"> • Stephens/Constantine Introductions • Schedule Overview Feedback Process • Goals & Expectations • MBTI Instrument • Education Assessment 	1300-1415 <ul style="list-style-type: none"> • Active Listening 1430-1700 <ul style="list-style-type: none"> • Low Ropes (15 Points) 1830-? Class Meeting	1300-1500 <ul style="list-style-type: none"> • Computer Lab Calhoun/Constantine (Mr. Tim Bulger) 1500-1700 <ul style="list-style-type: none"> • Computer Lab Smith/Stephens 	1300-1700 <ul style="list-style-type: none"> • IHE continues... 2000-2130 (Optional ELO): Mr. John Loftus Dimick Auditorium	1300-1700 <ul style="list-style-type: none"> • Myers-Briggs Type Indicator Workshop Classroom Setup Team Format 1700-1930 <ul style="list-style-type: none"> • Spaghetti Dinner Sponsored by the SEC Chapter/CPOA 	1300-1700 <ul style="list-style-type: none"> • Facilitative Leadership (Basic Tools) 	1300-1630 <ul style="list-style-type: none"> • Writing Workshop (CAPT Graner) 1645-1700 <ul style="list-style-type: none"> • Critiques
Notes: 1800-1900 Museum Tour/ Waesche Hall	Students FAST overnight 1800-0615!		Turn in MBTI in the AM.	Civilian Clothes in the PM. Pick Team Leaders.		50 Aerobic Points Earned

CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE

Week 2

Monday	Tuesday	Wednesday	Thursday	Friday
0600-0645 Morning Exercise (10 points) (All Teams)- Walk/Run- 5 th Deck Roland Hall 0800-1000 • Diversity 1015-1025 • Tricare 1030-1130 • COMDT.(G-WK) (VTC)	0700-0715 Personnel Inspection 0715-0745 Quarters (Smith Team) 0800-1145 • Systems Thinking (Assign CG system for case study)	0600-0645 Morning Exercise (10 points) Cal/Con.- Cybex Smi/Ste.- Ropes 0800-1145 • Facilitative Leadership (Quality-Process Improvement)	0700-0715 • Staff Meeting 0715-0745 Quarters (Smith Team) 0800-1145 • Health Promotion Workshop (Ms.Vicki Brannan) Gym Gear All Day.	0600-0645 Morning Exercise (10 points) Cal/Con.- Ropes Smi/Ste.- Cybex 0800-1145 • Off-Base Field Trip
1130-1230 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch
1230-1530 • Generations 1545-1700 • PWP Data Entry Stress Maps	1300-1700 • Change Management • Risk Assessment	1300-1700 • Facilitative Leadership (Quality-Process Improvement)	1300-1700 • Health Promotion Workshop cont...	1300-1700 • Off-Base Trip (05 Points) • Mid-Course Critique
Basic CG Letter Assignment (I-2) due in the AM.	All Class members should be mustered by 0650.		Turn in (Unit Brief Outline / I-3) in the AM.	35 Aerobic Points Earned

CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE

Week 3

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1145 Self-directed study period <ul style="list-style-type: none"> • Work on projects, CLEPS, AZTEC, etc. 	0800-1145 Religious Services	0600-0645 Morning Exercise (10 points) (All Teams)- Walk/Run-5 th Deck Roland Hall 0800-1145 Leadership Seminar <ul style="list-style-type: none"> • Ldrshp. Definition • Self-Awareness • Leadership Models (SITLEAD, Motivational Models) (SCPO Smith) 	0700-0715 Staff Meeting 0715-0745 Quarters-Education (Stephens Team) 0800-1145 <ul style="list-style-type: none"> • Ethical Fitness Seminar 	0600-0645 Morning Exercise (10 points) Cal/Ste.- Ropes Smi/Con.- Cybex 0800-1145 <ul style="list-style-type: none"> • Unit Briefs (Individual) (15 minutes each) 	0715-0745 Quarters-Education (Stephens Team) 0800-1145 <ul style="list-style-type: none"> • COMMUNITY SERVICE PROJECT 	0600-0645 Morning Exercise (10 points) Cal/Ste.- Cybex Smi/Con.- Ropes 0800-1000 <ul style="list-style-type: none"> • Assignment Prep. Time 1030-1130 <ul style="list-style-type: none"> • COMDT.(G-W)(VTC)
1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch	1130-1300 Lunch
1300-1700 Self-directed study period	1300-1700 Self-directed study period <ul style="list-style-type: none"> • Work on Projects, CLEPS, AZTEC 	1300-1700 <ul style="list-style-type: none"> • Leadership Seminar continues 	1300-1700 <ul style="list-style-type: none"> • Ethical Fitness Seminar 	1300-1700 <ul style="list-style-type: none"> • Unit Briefs continued 	1300-1700 <ul style="list-style-type: none"> • COMMUNITY SERVICE PROJECT 	1300-1400 <ul style="list-style-type: none"> • Class Picture 1415-1430 <ul style="list-style-type: none"> • Critiques 30 aerobic points earned.
Notes:		Turn in edited awards to the staff in the AM.			Final Edited Award (I-1) due to Staff Liaison by the AM.	Systems Outline due to Staff Liaison (T-3) by Lunch.

CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE

Week 4

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
0800-1145 Religious Services	0600-0645 Morning Exercise (10 points) (All Teams)- Walk/Run-5 th Deck Roland Hall 0800-1100 • Educational Assessment Degree Planning	0700-0715 Staff Meeting 0715-0745 Quarters (Calhoun Team) 0800-1200 • Systems Briefing (Teams) (30-45 minutes each) *** DEEPWATER *** LUNCHEON*	0600-0645 Morning Exercise (10 points) Cal/Smi- Ropes Ste/Con.- Cybex 0800-1000 • COMDT.(G-EPM) (CDR Robert)(VTC) 1015-1145 • Assignment Prep Time	0715-0745 Quarters (Calhoun Team) 0800-1145 • Counseling Workshop	0600-0645 Morning Exercise (10 Points) Cal/Smi.- Cybex Ste/Con.- Ropes 0800-1145 • Leadership Case Study Briefings (Teams) (30-45 minutes each)
1145-1300 Lunch	1145-1300 Lunch	1200-1300 Lunch	1130-1300 Lunch	1145-1300 Lunch	1145-1300 Lunch
1300-1700 Self-directed study period • Work on Projects, CLEPS AZTEC	1300-1400 • COMDT(G-CCS) (VTC) 1430-1530 • MCPO-CG (VTC)	1300-1500 • IHE Wrap-up	1300-1700 • High Ropes (10 Points)	1300-1700 • Coaching Workshop	1300-1400 • Networking 1415-1530 • History and Traditions 1545-1600 • Critiques
	Leadership Case Study Outline (T-4) due to Staff Liaison in the AM.		Gym Gear in the PM.	Turn in completed Leadership Paper (I-4) by lunch.	Weekly Total: 40 aerobic points earned.

CHIEF PETTY OFFICER ACADEMY SAMPLE SCHEDULE

Week 5

Saturday	Sunday	Monday	Tuesday	Wednesday
0800-1145 Self-directed study period <ul style="list-style-type: none"> • Work on Projects, CLEPS, AZTEC 	0800-1130 Religious Services	0600-0645 Morning Exercise (10 Points) (All Teams)- Walk/Run – 5 th Deck Roland Hall 0745-0815 Quarters- (Constantine Team) 0830-1130 <ul style="list-style-type: none"> • HRSIC (Mr. John Burt) 	 0730-1030 <ul style="list-style-type: none"> • CLEP Testing 	0800-0830 Quarters (Constantine Team) 0845-1000 <ul style="list-style-type: none"> • End of Course Critiques Classroom Cleanups
1145-1300 Lunch	1145-1300 Lunch	1130-1315 Lunch	1130-1230 Lunch	1030-1300 Graduation Brunch!
1300-1700 Self-directed study period <ul style="list-style-type: none"> • Work on Projects CLEPS, AZTEC 	1300-1700 Self-directed study period <ul style="list-style-type: none"> • Work on Projects CLEPS, AZTEC 	1330-1430 <ul style="list-style-type: none"> • COMDT(G-CV) (VTC) 1445-1645 <ul style="list-style-type: none"> • G & E Follow-up, and Re-Entry. 	1230-1500 <ul style="list-style-type: none"> • CLEP Testing 1530-1700 <ul style="list-style-type: none"> • Graduation Practice 	Congratulations! Graduates of CPO Academy Class LXXXIII!!!!

ELIGIBILITY REQUIREMENT

The Chief Petty Officer Academy (CPOA) curriculum is designed to provide the knowledge, skills, attitudes and abilities required of newly advanced Chief Petty Officer. All active duty and Reserve E-7's advanced on or after 1 Jan 1999 must successfully complete the Chief Petty Officer Academy or DOD Senior Enlisted Academy in order to be eligible to participate in the E-8 advancement process.

To attend the CPOA, the member must submit a Short-Term Training Request to Commandant (G-WTL-2) listing two preferred attendance dates. Training request are valid for six months after G-WTL-2 receives it.

Excess quotas are made available to Chief Petty Officer's advanced prior to 1 Jan 99 desiring to attend the CPOA.

Air Force Master Sergeants identified as either a primary or alternate are eligible to volunteer to attend the CPOA. There are two CPOA locations, New London, CT, and Petaluma, CA. Two class seats are available for each active duty class. Volunteers must fax (DSN: 665-2328) or e-mail a volunteer statement to HQ AFPC/DPPAT. Members are scheduled on a first-come, first-serve basis. AFPC uses the fax/e-mail date and time to "rack and stack" volunteers. To obtain a volunteer statement and application procedures can be found on the AFPC homepage www.afpc.randolph.af.mil under enlisted training.

Coast Guard military personnel must be in compliance with CG weight standards in accordance with (IAW) COMDTINST M1020.8C, Allowable Weight Standards for the Health and Well-Being of Coast Guard Military Personnel. Upon graduation, a one-year obligation of service is required IAW COMDTINST M1500.10B, Training and Education.

All Coast Guard personnel desiring to attend the CPOA should carefully review the references below.
ALDIST 219/99, Coast Guard Chief Petty Officers Academy
ALDIST 183/98, CPO Academy/DOD Senior Enlisted Academies
ALCGENL 068/00, Completion Requirement for Coast Guard Chief Petty Officers Academy for Eligibility to Compete in Service Wide Examinations
COMDTINST M1000.6A, Coast Guard Personnel Manual, Articles 5-C-5.c.6

For further information, contact MCPO Tim Cary, G-WTL-2 at (202)267-2441.

STANDARDS FOR GRAUDATION POLICY

The standards for graduation from the CPO Academy are consistent with the high standards of the U.S. Coast Guard. They include, but are not limited to; academic performance, military performance and protocol, professional development, and physical well being. Additional guidelines and input is provided by the Master Chief Petty Officer of the CG (MCPO-CG) and the program manager for the CPO Academy (G-WTL). CPO Academy staff members evaluate students.

Academic Performance: To graduate from the CPOA, a student must receive a "YES" on assigned projects and oral presentations. Students who do not meet minimum requirements are given an opportunity to re-test as directed by the School Chief, CPOA.

Military Performance: Students must maintain the highest standards as outlines in U.S. Coast Guard regulations and CG Academy Instructions. Conduct and military bearing must be of the highest example and above reproach. Matters that warrant review of a student's suitability for graduation are reviewed by the School Chief for further action.

Professional Development: Students must actively participate in personal growth areas of instruction while attending the CPOA. They must:

- Attend all classes
- Complete all assignments
- Promote a positive attitude
- Demonstrate professionalism
- Observe time management policy
- Honor the non-attribution policy
- Handle conflict/problems immediately

Physical Wellbeing: Students are required to participate in the CPO Academy wellness, nutrition, and blood analysis program. Student do not compete against a standard or another student. They are asked to perform to the best of their ability. Chiefs are asked to monitor their physical condition and activity and directed to progress slowly. The "no pain, no gain", thought does not apply. The Coast Guard Academy has a fully functional and professional medical staff to meet all student needs or problems.

DISENROLLMENT POLICY

Disenrollment of a student from the CPO Academy is a serious action with significant consequences for both the student and the Coast Guard. This action is taken only as a last resort, and after all reasonable efforts have been made by peers, school staff and LDC services and counselors

CRITERIA

A student at the CPO Academy is considered for disenrollment (explained the first day of class) because of the following:

Unsatisfactory academic performance of course assignments

Personal conduct in conflict with standing practices, policies and instructions, i.e., DUI, Unauthorized Absence, Inappropriate Relationship, etc.

Negative behavior and or attitude

Integrity

COUNSELING

Once a student has been identified and no NJP is pending, corrective action will normally take the following path:

1. Counseling by the team leader
2. Counseling by the class president
3. Counseling by the student's staff team advisor
4. Counseling by the School Chief, CPO Academy
5. Explore appropriate outside counseling or board review

CHAIN OF COMMAND

Under normal circumstances, this is the highest level that a problem or situation can be resolved. If the situation is not resolved and a problem still exists, the School Chief, CPO Academy will take the following action:

1. Explain the situation to the Chief, Career Development Department
2. Explain the situation to MCPO-CG (Program Manager)
3. Confer with the Director, Leadership Development Center
4. Explain situation to the Chief's respective CMC and Commanding Officer/Officer In-Charge
5. Ensure record entries are made. Disenroll student!

BASE FACILITIES

SERVICES

Food

E-7 and above dining is available in the Officer's Club directly behind Yeaton Hall (the Leadership Development Center).

The Coast Guard Dining Facility is on the first floor of Chase Hall overlooking the "Old Quad." Meal times in the Officer's Club and the All Hand Dining Facility are:

Breakfast:	0630-0730 (AHDF Only)
Lunch (Dinner)	1130-1300 (AHDF & O Club)
Supper	1700-1800 (AHDF Only)

The Dry Dock cafeteria is located on the lower level of Leamy Hall across the parking lot from Munro Hall. The Dry Dock is open from 0700 to 1000, 1100 to 1330 and 1900 to 2200 daily.

Exchange Services

The Academy has an Exchange, Mini-mart, Package Store, and Gas Station located across the street from Munro Hall in Johnson Hall. The Academy bookstore is located on the ground floor of Chase Hall.

Exchange: The Exchange carries uniform clothing and accessories, house wares, electronics, music CD's and cassettes, greeting cards, jewelry, gift ware, and clothing. Services include special orders, UPS shipping, film developing, flowers by wire, and AT&T prepaid calling cards.

The Uniform Locker, Tailor Shop, and Dry Cleaners are on the first level of Chase Hall in the "C" Annex. The Bookstore is on the ground level of Chase Hall "B" Annex.

Although not part of the Exchange system, the Uniform Locker has a full collection of uniform items for all ranks and rates. Cash, Visa, and Master Card are accepted.

Dry cleaning services are available.

Base Service hours may change as they continually adjust to customer needs. Check the hours upon arrival or call: 860-444-8488

Recreation and Athletic Facilities

The Coast Guard Academy is a great place for exercise and has state-of-the-art equipment available to let you do just that.

Roland Hall and Billard Hall house the athletic facilities for the Academy. These facilities offer a weight training room with Cybex machines, free weights, treadmills, stair climber, versa climber and sauna. Two basketball courts, eight tennis courts, five racquetball courts, and volleyball courts are available. There is an indoor track and rock climbing as well.

Aquatic sports facilities include a 25-meter pool, with high and low diving boards and a second pool with a low board. Showers are available.

The outdoor track and field is located on the waterfront.

The CGA's rowing center is located on the north side of the lower field.

The Sailing Center has several one and two person craft.

The MWR Office is on the lower level of Leamy Hall. There is a 6-lane bowling alley next to MWR. The Morale, Welfare, & Recreational (MWR) customer service center provides a variety of services and activities. The following are the services available:

Recreational Rental Shop: There is recreational equipment, such as bikes, camping equipment, etc., available for rent at the gear locker in the lower level of Leamy hall (X8470).

Discount movie passes and other recreational activity passes available.

Library: The CGA has the largest library in the Coast Guard. Best sellers and old classics available for check out. An extensive reference section is available for your research needs. It is a great place to study or just read for enjoyment. The library has an Inter Library Loan program (ILL) that can order books from any where in the U.S. in as little as a week.

Post Office

The U.S. Postal Service does have an office on base. You should use the following address for all correspondence:

Name
USCG Academy
CPO Academy & Class #
37 Mohegan Ave.
New London, CT 06320-8107

Financial

Navy Federal Credit Union is a cooperative, not-for-profit financial institution chartered by the federal government, which is owned and controlled by its members and organized to promote thrift and provide credit to those who belong. It is located on the first floor of Johnson Hall and has an ATM, which does not charge a user fee. Students attending LDC schools are eligible to join.

Barber Shop

A barbershop with a full time barber for men and women is located on the first floor of Johnson Hall. The hours of operation are 0800-1600, Monday through Friday and Saturday 0900-1200.

ACADEMY HEALTH CARE SERVICES

Health Care Services

Medical and dental care is provided to active duty members, their dependents, retired members and their dependents. To schedule appointments contact (860) 701-8424.

Hours of operation at the Clinic are as follows on Monday through Friday:

0700 - 0900	Active Duty Sick Call
1300 - 1400	
0700 -1500	Outpatient Clinic

Dietitian: The dietitian is available 3 days a week. The dietitian can be contacted at 444-8417.

Drug and Alcohol Representative	Contact 444-8217
Dental	Contact 444-8424

HOT TIPS

Here are some tips on how to make your stay at the Coast Guard Academy more enjoyable:

Make all transportation arrangements early. In the winter, plan on delays into and out of airports.

Bring sufficient uniform items to meet the requirements of the school you are attending.

Bring sufficient cash or other monetary support.

Bring a jacket or sweater. Even our New England summer evenings are usually rather cool.

Pack judiciously. Storage space in the guest quarters is limited.

We recommend you bring a lock to secure personal belongings.

We recommend a student bring a lap top computer/printer if available.

The following internet site can provide information about the state of Connecticut and the local area: www.ctquietcorner.org
